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dent must remain at the Vo-Tech school until the end of the session.

#### TELEPHONE

Telephone calls to students through the office will not be permitted except in extreme emergencies. Messages may be transmitted to students if conditions warrant it. Use of the public phone during class time is not permitted. Violations can result in loss of privileges or firmer action if necessary.

#### FIRE DRILLS

These are held on a regular basis as required by law. Instructors will review the procedures to be followed.

#### CAFETERIA

All food whether brought in or purchased at the school must be consumed in the cafeteria only. Students may purchase lunches at the school cafeteria. Cost will be provided at the student orientation program.

Each student is responsible for the removal of dishes, utensils, etc. and the cleanliness of the area they used. Trays, ect. should be taken to the designated area after

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milk carton, paper, etc. are disposed of in the garbage container. Other information will be provided at the student orientation program.

#### DRESS/GROOMING

Each instructor will provide specific information regarding dress and safety articles required for their departments. Students will not be permitted to operate machinery in a shop unless he/she is properly clothed.

Generally the appearance and hygiene of a student should not endanger others, be offensive to others or interfere with educational process. Action will be taken as required to eliminate the condition that exists.

#### SCHOOL CLOSINGS

Scheduled days of school closings are shown on the school calendar. Information regarding special school closings will be carried on the local radio stations or other media if conditions warrant it.

#### EARLY DISMISSAL

Students may be dismissed from the school at a specific time with prior approval of the parent or guar-

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dian for reasons such as a doctor, dental or other appointments. Appointment cards should be brought to the office. All excuses will be verified. Excuses such as babysitting, errands, etc. are not legal reasons and will be rejected.

Students may be released to participating at home school activities if permission is obtained from home school administration. If home schools require parent/guardian written permission then these will also be necessary.

#### TEXTBOOKS/EQUIPMENT

Textbooks, reference books and lockers are provided for students on a loan basis and their care and security is the responsibility of the student. If damage or loss occurs, the student must replace or repair the item at their expense. Legal action will be taken if necessary. Lockers should be locked at all times.

Equipment and tools required for the educational program are provided for student use. Tools must be requested from the tool storage area as required. Damage or loss of the tool for reasons other than normal use and care will require repair or replacement at the student's expense. Intentional damage to tools, equipment or property will be considered as vandalism and can result in suspension, removal from the Vo-Tech

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program and/or legal action.

#### GUIDANCE

The guidance services are available to help students. Problems relating to educational programs or personal problems that interfere with the educational program of the student should be discussed with the staff of the Guidance Department.

**CHANGE/WITHDRAWAL FROM A DEPARTMENT/SCHOOL** Students considering changing departments or withdrawing from the Vo-Tech should contact the Guidance Department as soon as possible. Unless this is done change or withdrawal may be delayed or not permitted.

**GRADING** Students are graded according to their performance in class. This includes areas as the development of hand skills, the theory relating to those skills and personal development of the characteristics of a good employee such as attendance and tardiness. Grading is as follows:

- 93-100 - Excellent
- 85-92 - Above average
- 76-84 - Average
- 70-75 - Minimum Requirements
- (F) - Below 70/Failure
- (I) - Incomplete (Maximum 1 month for make up)

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Progress reports will be sent to parent/guardian of student not performing to ability or are in danger of failing. This report indicates where the deficiencies exist. If improvement does not occur a student may fail and/or may be removed from the Vo-Tech program.

#### ILLNESS/INJURY

Any student requiring minimal emergency treatment for illness or injury should report to the instructor for permission to see the school nurse or the nurse will come to the shop if conditions warrant it. To insure that problems can be taken care of in an efficient and proper manner, students are required to provide the school with pertinent information at the beginning of the school year. Students may be refused to do certain types of shop work until the information is on file. The Vo-Tech strongly suggests the purchase of student school insurance policy if the family does not carry a medical plan like Blue Cross and Blue Shield.

#### LOST FOUND

Items found should be turned into the main office so that owners may claim them as soon as possible. Theft of materials should be reported to the instructor and/or office immediately. It is strongly suggested that money and articles of value not be placed in lockers or

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brought to the school bus or in the building. If this becomes necessary these items should be left in the main office. The school is not responsible for the theft or damage of any personal property which includes vehicles.

#### STUDENT AWARDS

At the end of each year a senior is elected from each department for outstanding achievement at the Vo-Tech. The selection is based on items such as grades, involvement in school activities, citizenship, etc.

#### CLUB ACTIVITIES

The Vo-Tech recommends student participation in youth club activities. The clubs at the Vo-Tech include Distributive Education Clubs of America (DECA), Future Farmers of America (FFA), Vocational and Industrial Clubs of America (VICA), Future Business Leaders of America (FBLA), Home Economics Related Occupations Club (HERO), and Health Occupations Club (HOSA).

#### THEFT

The removal of school or personal property without permission. Individuals found stealing will be required

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to return the article or provide financial restitution in addition to a suspension up to ten (10) days. Repeated violation can result in expulsion and/or legal action.

#### VANDALISM

The willful destruction or damage to school or personal property on school grounds. This applies to any time during or after school hours. Vandalism will require total financial restitution to replace or repair the item in addition to a possible suspension up to ten (10) days.

#### FIGHTING

This is the physical or verbal assault on other students or school staff. If there is a question as to who provoked the incident, all students involved will be reprimanded. The action taken will be determined by the severity of the problem.

#### SIMPLE MISCONDUCT

This includes violation such as but not limited to smoking in unauthorized areas, boisterous behavior. Action taken will be determined by the severity of the problem. Repeated violations can result in suspension.

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#### 1983-1984 STUDENT CALENDAR

September 6th	Instructor In-Service
October 10th	Instructor In-Service
November 11th	Schools Closed-Veterans Day
November 24 and 25	Schools Closed-Thanksgiving Day
November 28th	Schools Closed-1st Day of Deer Season
December 26 through Jan. 2nd	Schools Closed-Christmas Vacation
February 17th	Instructor In-Service
February 20th	Schools Closed-Presidents Day
April 19 through 23rd	Schools Closed-Spring Vacation
May 28th	Schools Closed-Memorial Day
June 15th	Last Day for Pupils
June 18th	Instructor In-Service



Thomas Usher, Sr.

Sheet Metal Fabrication  
LACKAWANNA COUNTY AREA  
VOCATIONAL TECHNICAL SCHOOL

— SOUTH CENTER —

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Phone: 346-8471

Job gave me  
this card on  
9/22/83

John's teacher  
at Vo-Tech. He  
is very fond  
of this teacher.